



U.S. Department
Of Transportation

Federal Highway
Administration

Memorandum

6300 Georgetown Pike
McLean, Virginia 22101

Subject: **ACTION:** LTPP Directive GO-52
Quality Checks on AIMS Data by Regional Support Contractors

Date: February 7, 2012

From: Jane Jiang 
Long Term Pavement Performance Team

Reply to
Attn of: HRDI-30

To: Dr. Frank Meyer, PM - LTPP North Atlantic Regional Contract
Dr. Frank Meyer, PM - LTPP North Central Regional Contract
Mr. Tim Martin, PM - LTPP Southern Regional Contract
Mr. Kevin Senn, PM - LTPP Western Regional Contract

Attached is the Long-Term Pavement Performance (LTPP) Program Directive GO-52: Quality Checks on AIMS Data by Regional Support Contractors. Please ensure that all personnel are aware of this new directive.

Should you have any questions or would like to discuss this directive, please do not hesitate to contact me at 202-493-3149.

Attachment (1)

FHWA:HRDI-30:JJiang:mdeeney:493-3149:2/07/12

File: c:/mdeeney/directive/go/GO-52dir.docx

cc:

Jonathan Groeger
Directive Binder
LTPP Team
Official file
Chron

LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



For the Technical Direction of the LTPP Program



Program Area: General Operations

Directive Number: GO-52

Date: February 1, 2012

Supersedes: NA

Subject: Quality Checks on AIMS Data by Regional Support Contractors

This directive provides guidelines for quality checks on Ancillary Information Management System (AIMS) files from the Long-Term Pavement Performance (LTPP) Regional Support Contractors (RSC).

Starting January 1, 2012, RSC shall perform quality checks on all files uploaded into the central AIMS archive. The following checks shall be performed on all files:

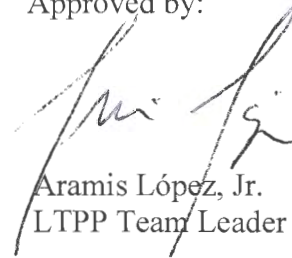
- All electronic data files shall be opened with appropriate software to verify file integrity.
- Verify that all files are digitized in accordance with standards contained applicable LTPP Directives.
- After digitization of paper forms, the files should be opened and reviewed to insure that all pages were copied, pages are in the same orientation, and all pages are readable.
- Digital video files, in the upload format, should be opened and reviewed for completeness and image quality.
- Digital still pictures should be opened and reviewed to check on image quality and suitability for inclusion in the AIMS.
- The assigned file names should be verified to be in conformance with applicable LTPP Directives.
- The directory/folder structure where files are stored should be checked for conformance with applicable LTPP Directives.
- All digital files should be inspected to verify that the contents match the correct test section and date, when appropriate, as indicated in the file name and directory/folder storage structure.
- Files are stored in the correct directory/folder.
- File name extensions correctly match the contents of the file.
- Records in the Pavement Performance Database and LTPP Traffic Analysis Software database, have matching entries in the AIMS.
- Files in the AIMS are updated, removed and replaced as necessary.

Directive GO-52. Quality Checks on AIMS Data by Regional Support Contractors

RSCs should develop Quality Management procedures which cover processing, handling, storage, and quality review of AIMS data under their control.

Prepared by: TSSC

Approved by:

A handwritten signature in black ink, appearing to read 'Aramis López, Jr.', is written over the printed name and title.

Aramis López, Jr.
LTPP Team Leader